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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

DATE: 4 January 1949

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of December 1948

1. Status of Personnel:

25X9A2

a. Persons authorized ..... [redacted]

b. Persons on duty .....

c. Persons on leave without pay .....

d. Remaining unfilled positions .....

2. Major Accomplishments:

a. During the past month several procedures pertaining to various phases of property accountability were established by this office as outlined below:

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(1) Issuance of Property Passes - [redacted] Warehouse: A procedure relative to the issuance of FWA Property Passes to drivers of all vehicles and individuals hand carrying packages 25X1A6b departing from the [redacted] Warehouse has been established. Inasmuch as Communications Division personnel frequently make use of the warehouse it was necessary to include two Communications employees to issue passes for their own vehicles. This is not an entirely satisfactory situation but is the most workable under the present conditions.

(2) Centralization of Property Investigation Assignments - Property Control Division: During the past month all property investigations such as: investigating accidents involving Government vehicles; inspection of damaged typewriters and other office equipment; investigating reports of missing property prior to notifying the Physical Security Division of an actual loss and investigating all Survey Reports covering lost, destroyed or stolen property and submitting findings and recommendations thereto, was assigned to the Assistant Chief, Property Control Division, Mr. [redacted], in addition to his other duties. This was accomplished in order to permit auditors of this office to confine their duties strictly to auditing and inventorying Property and Supply

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Accounts and to relieve the Control Section of investigating Survey Reports. This will, in turn, decrease the present backlog of work which remains pending in the Control Section and also allows the Audit and Inspection Section to adhere to the audit schedule which has been established for the calendar year of 1949.

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(3) Disposal of Surplus and Unserviceable Property - [redacted] Installations: All [redacted] Installations located in foreign countries have been furnished copies of procedural instructions relative to disposing of surplus and unserviceable property. Said procedure which was concurred in by the Chief, Services Branch, Chief, Budget and Finance Branch and the Chief, Supply Division, also indicates the manner in which U. S. or foreign currency received as a result of disposals of surplus property will be deposited with the Treasurer of the United States. A separate procedure will be forwarded to [redacted] Installations within the continental limits of the U. S. with respect to disposals of such property.

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(4) Establishment of Property Records for Contact Branch and EIB Field Offices: A procedure relative to the establishment of property records at Contact Branch and EIB field offices has been forwarded to designated Responsible Officers concerned. This procedure, which rescinds memorandum dated 19 August 1948, provides for the maintenance of Non-Expendable Property Record, Form No. 36-44, for small protable items only.

(5) Transfers of Unserviceable Property to Surplus Property Account No. 8: This office in many instances is required to inspect damaged property in using activities to determine if unserviceability thereof has been rendered as such through causes other than fair wear and tear. Inasmuch as many of these damaged items are beyond the state of economical repair this office authorizes disposition of same to Surplus Property Account No. 8, rather than to designated supply accounts concerned. Therefore a procedure was established and concurred in by the Acting Chief, Supply Division authorizing this office to follow this procedure which, in turn, will decrease the number of property transactions occurring within supply accounts.

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(6) Disposition of Unserviceable Items Contained in Kits - Operational and Medical Supply Accounts: Instructions have been furnished Supply Officer, Mr. [redacted] to dispose of unserviceable items contained in kits directly to Surplus Supply Account No. 8, by use of Form No. 36-24, and replacement of

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similiar items from stock for reissue will be credited to the stock record account by use of Delivery Ticket, Form No. 36-10.

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b. Complete reports pertaining to the property audit and inspection of [redacted] Accounts located in [redacted] and Contact and EIB Field Offices at [redacted], which were prepared by Mr. [redacted] Assistant Chief, Property Control Division, have been forwarded through your office to the Executive for A&M, Executive for I&S; Chief, [redacted]; Executive Officer, Contact Branch; and the Acting Chief, Supply Division.

c. As a result of the Property Utilization Program the total monetary value of property returned to stock during the month of December was $10,774.54. Continuous efforts will be made by this office to effect transfer of excess property from using activities to stock during audits and inventories of property accounts.

d. A procedure which delegates authority to the Services Officer to approve certificates of droppage for minor expendable supplies within supply accounts not to exceed $10.00 a quarter and a tolerance of 1½ of 1 % gasoline evaporation within the Fuels and Lubricants Account was published on 2 December 1948. Said procedure will, in turn, eliminate administrative costs in processing Survey Reports for such shortages.

3. Future Plans: A procedure relative to individuals authorized to issue FWA Property Passes to personnel departing from CIA buildings with property was forwarded to higher authority over some ten (10) months ago for approval and publication. Since no action has been taken to issue instructions pertaining thereto it has been necessary for this office to prepare writen authorization for individuals within CIA to issue property passes. Many changes in names of authorized personnel have occurred during this time which are still carried on the books maintained at the PBA Guards desk within each building. Therefore this office will prepare a consolidated list of names authorizing personnel to sign property passes for respective buildings in which they are located which will, in turn, rescind all previous memorandums issued.

4. During the month of December 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers posted 1044

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(2)	Identification Control Cards	604
(3)	Reports of Inventory Adjustment	10
(4)	Receipts for Loan Property Processed	3

b. Audit and Inspection Section:

(1)	Number of Supply Accounts Audited	1
(2)	Number of Accident Reports Completed	3
(3)	Number of Damaged Property Investigations Conducted	4

c. Survey and Clearance Section:

(1)	Survey Reports Being Investigated	12
(2)	Survey Reports Processed to Board	16
	. Relieved 12	
	. Action Deferred 4	
(3)	Property Clearances Issued	46
(4)	Property Passes Issued	7

[redacted] 25X1A9a

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